App. F. IX-4

(Revenue 1926:7)

Previous References (G. F.)

File No. G.F.8.

Serial Nos. 4, 6.

Later References

SSA 462-41 841-2

General and Revenue Secretariat.

Serial Two.

Part B for April 1927.

SUBJECT

Requests sanction to alter the periods of preservation of the pension records as in the Statement prepared with reference to the Court of Delhi Rules.

Secs. to The Comptroller to Court

No PC 8074 of 20. 4. 27

Sanctions the Comptroller's proposals referred above

M 21/4.

App. F. III—2]

General and Revenue Secretariat.

G.F. File No. 14 of 1926.

Serial No.	
4	Pen. 396 dt 25. 3. 27 from the Comptr Genl to obtain his proposals for preservation of the pension Records as per the Statement prepared with reference to the Govt of India Rules. Submitted for orders. 6/4 The proposals may be approved. 7655 9/4 Dasgupta 3rd member 9/4 12/4 Dft Sanf 13/4
	Draft Letter. 16/4 Home 19/4
6	No D 8074 dt 20. 4. 27 to the Comptr General conveying the sanction of the Governor S.

5689 9-4-27

OFFICE OF THE SECOND MEMBER OF COUNCIL 11 APR. 1927 No. 6342

5283 12-4-27

NOTE—Contn. sheet

GPB—5,000—30-3-27

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

In reply please refer to
No. Pen. 396.

FINANCIAL SECRETARIAT
29. MAR. 1927
5095

Comptroller's Office, Bangalore,
Dated the 25th March *1927.*

4063

1916 - 25
Section. Gen-Sgl
18-26

B. Srinivasa Iyengar Esq., B.A., B.L.,
Financial Secretary to the
Government of Mysore,
Bangalore.

Sir,

I have the honor to forward herewith, a statement showing the periods of preservation of certain pension records in Mysore, as compared with the periods of preservation of the corresponding records in British India (Vide British India Audit Code - Pages 310 to 314) and to request that orders of Government may kindly be obtained and communicated to alter the periods of items 1 to 4 in the statement to those mentioned

mentioned in column [redacted] the explanation furnished in column.

I have the honor to be,
Sir,
Your most obedient servant,

S. Hammond
Comptroller.

213
25/3

Serial No.	Name of the pension record.	Existing period of preservation.		Proposed period of preservation.	Reason for the alteration proposed.
		In British India	In Mysore.		
1.	2.	3.	4.	5.	6.
1.	Register of Pension Payment Order	Permanent.	25 years.	Permanent.	A very important record containing the details of the Pension case in brief. It serves as a useful guide in audit and in furnishing the required reference when called for by Government. Hence to be preserved permanently.
2.	Pension vouchers.	5 years.	10 years.	8 years.	The details of payment are recorded in the Audit Registers and other details are found in P.PO registers. Hence it is enough, if these are kept for 8 years.
3.	Pension Reports:- 1. Pension Report Form (Final) 2. Pension application Form 3. Service Register. 4. Orders of Government passed on the application.	25 years.	Permanent.	25 years.	The P.P.O. registers contain in brief the details of the pension reports. Hence these may be destroyed after 25 years.

5. Leave statements ~~(6)~~ and Last Pay Certificates. 6. Calculation sheets of Average Emoluments. 7. Applications from parties for grant of pensions or gratuities. 8. Extracts from barawards 9. Service Verification statements 10. Certificates of contemporary employees. 11. Medical Certificates. 12. Draft Objection Memos. 13. Correspondence between this office and the Heads of Departments regarding irregularities in Pension Records.	25 years.	Permanent.	10 years.	These are not usually required for reference after the pension due is settled; but if they are deemed necessary for reference, they may be kept for 10 years and then destroyed.
Mortality Returns of Pensioners.	5 years.	Period not fixed.	8 years.	No period is fixed at present Hence the fixing of the period of preservation is necessary.

Bangalore,

Dated, 26th March 1927.

G.R.S. VI G 34]

SUBJECT.....

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Diary No. of letter replied to.....4063.....

General and Revenue Secretariat

( )

, *the* 192 .

Date of issue.....20.4.29.....

Signed by.....J.M.B.S.N.....

May this be

i Printed ?

ii treated as a standing order ?

iii published in the Gazette, English Part ?

iv translated ?

v placed at the disposal of the press ?

vi published in the Gazette, Kannada Part ?

Section G.C.

File No. 18-76

Serial No. 6

Proceedings of the Government of His Highness the Maharaja of Mysore

Read— Letter No Pen. 396 dt 25.3.29 from the Comptr forwarding for sanction a Statement showing the periods of preservation of Pension Records in years as they now exist and for the periods as proposed to be modified.

Order ~~Thereon~~ No. H 8074/29-1

The periods of preservation in each as indicated in the annexure are sanctioned.

(Type the Statement with the changes underlined)

By order

Sd/- [illegible]

Secy

To the Comptr.

Sd/- [illegible]